

EXCEPTIONS TO USING EXISTING IMTS

As of 3/24/06

- A variety of exceptions may affect IMTs (such as, need to alter the IMT design for a limited amount of users, need to change the logical fill capability, authority to use a form in a specialized system, need for changing printing specifications, etc.). All of these exceptions require a waiver.
- Request an exception to an IMT only when it is more cost effective. Hold requests for exceptions to a minimum. Send exception requests to the OPR. The OPR sends written justification, along with a copy of the proposed exception, to the appropriate IMT manager (AFDPO/PPPF for Air Force-level forms).
- Approved exception annotation must appear on the face page of the IMT design, immediately following or below the IMT number and date to read: "Exception to (IMT number) approved by (approving organization/functional address symbol and date)."
- When the OPR revises the IMT, the exception is cancelled. A new request for exception may be submitted if the revised IMT does not make provision for the original waiver request.